

12 MAY 1976

MEMORANDUM FOR: Chief, Policy and Plans Group

FROM : [REDACTED]
Deputy Chief, A&TD/OS

STATINTL

SUBJECT : A&TD Monthly Report Submission
April 1976

PERSONNEL BRANCH

1. Vacancy notices were prepared on 4 professional and 7 clerical positions. We received 28 professional and 16 clerical responses.

2. During April there were 4 Quality Step Increases awarded to Security careerists.

3. On 15 April, the DDA handed out Certificates of Exceptional Service to 7 Security careerists for service in Southeast Asia.

4. At the request of the Personnel Branch, position classifiers from the Office of Personnel completed position surveys in Technical Security Division and Physical Security Division to reclassify several professional, technical, and clerical positions.

5. To date, the Professional Applicant Review Committee has reviewed 285 applicant files and has placed 35 persons in process.

6. The manpower utilization study of PTOS was completed and recommendations made. The study of PSI and P&M is now under way.

7. During April, two Security careerists reviewed their OS Personnel soft file.

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8. [REDACTED] Deputy Chief, OSB/SSD, retired effective 28 April 1976. [REDACTED] Chief, CIB/SSC, STATINTL retired effective 27 April 1976.

TRAINING BRANCH

1. A personnel officer trainee was assigned to the Training Branch to assist in validating the training records of Security employees through use of training records, personnel files, and machine runs provided by the Office of Training.

2. Two films dealing with sexual assault were shown on two occasions to the Director and Deputy Director, Medical Services, and representatives of the Office of Medical Services, and to the Deputy Director for Administration, Associate Deputy Director for Administration, the Executive Officer to the DD/A, the Director of Security, and senior secretaries, DDA. The Office of Security planned to show these films to new employees during the Security Education Program (SEP). A favorable response was received with the majority of both audiences recommending the inclusion of both films in the SEP. The DD/A approved, and the films will be shown commencing 14 May 1976.

3. At the request of the DD/P&M, a representative of the Training Branch attended a premiere of seven films related to duties and responsibilities of Security Officers. The program was sponsored by the American Society for Industrial Security.

4. The script used in the Security Orientation of Summer Employees was edited to be more responsive to the needs of young Agency dependents. The summer employee briefings will commence 18 May and terminate on or about 28 June 1976. Two 2 1/2 hour sessions will be provided during this seven week period.

5. The following briefings were presented during this period:

a. Special Wives Overseas Orientation Program (OC)
given at [REDACTED]

b. Armed Forces Courier Services given in Washington, D.C.

c. Security Education Program (three sessions - Headquarters Building).

d. Initial Security Indoctrination (two sessions - Headquarters Building).

6. Revisions to the Office of Security Supplement to the DDA Management Handbook were completed and prepared for presentation before the Office of Security Career Service Board.

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7. Representatives of the Training Branch attended two meetings of the Terrorist Working Group to discuss future runnings of the Special Overseas Orientation (SOO) and the inclusion of the Hostile Audio Surveillance (HAS) and the Drug Abuse briefings into the SOO.

8. The Training Branch continued to monitor the progress of seven Security careerists selected for overseas assignment. These individuals have been in training since early March 1976.

BUDGET & FISCAL BRANCH

1. [REDACTED] reported for duty with the B&F Branch on 26 April vice [REDACTED] reassigned to OJCS. STATINTL

2. The annual Office of Finance Conference at [REDACTED] was attended by [REDACTED] DC/B&F. STATINTL

3. A Delta Data computer terminal was installed in the B&F Branch circa 10 April 1976. This will facilitate input and retrieval of information in the financial resources system.

4. Work was completed through computer input of data for response to the FY 1978 Program Call. Final changes will be required after DD/A review and prior to submission to the Office of the Comptroller on 3 June 1976.

ADMINISTRATION & TRAINING DIVISION

1. The Office of Security Recreation and Entertainment Committee was organized on 5 April 1976.

2. Chief, Administration & Training Division attended an EEO Seminar on 22-23 April 1976.

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